

SUPERVISOR E-LETTER

PROFESSIONAL DEVELOPMENT



October 2, 2019

Fall Workshops and Training Opportunities

Review our new Human Resources [Professional Development flyer](#) for a list of upcoming opportunities this fall.

PROFESSIONAL DEVELOPMENT
WORKSHOPS AND TRAINING OPPORTUNITIES FALL 2019

Looking to develop your professional and personal skills as an employee or supervisor? A number of trainings and workshops facilitated by GVSU's team of Human Resources experts are available to you as a GVSU employee or as a contractor. For detailed program descriptions and to register, please visit www.gvsu.edu/gvsuad.

Sept 12: Allendale, 9:30-11:30am	Emotional Strength Conditioning: Growing and Building Emotional Muscle as a Change Management Strategy	Eliu Salazar GVSU HR
Sept 17: Allendale, 1-3pm Sept 24: Pew, 1-3pm	Notes of Critical Feedback*	D. Hollowell & Belardo Thompson/Jones Social Justice Education
Oct 10: Pew, 8:30-11:30am	Interpersonal Communication	Eliu Salazar GVSU HR
Oct 10: Allendale, 8:30-11:30am Allendale, 1-2:30pm Allendale, 3-4:30pm	Leadership Lessons From Hollywood College Customer Service College Customer Service	Andy Masten Author/Speaker
Oct 11: Pew, 9:30-11:30am Pew, 1-2:30pm Pew, 3-4:30pm	Leadership Lessons From Hollywood College Customer Service Leadership Lessons From Hollywood	Andy Masten Author/Speaker
Oct 15: Allendale, 1-3pm Oct 22: Pew, 1-3pm	Minoritized Stress in Higher Ed*	D. Hollowell & Belardo Thompson/Jones Social Justice Education
Oct 21: Allendale, 1-3pm	Social Justice 101 (Inclusion Advocates)*	D. Hollowell & Belardo Thompson/Jones Social Justice Education
Nov 1: Allendale, 12-12:45pm	Leadership IQ Lunch & Learn: Put More Accountability in Your Culture	Kim Monaghan & Natalie Teer GVSU HR
Nov 5: Allendale, 1-3pm Nov 12: Pew, 1-3pm	Managing Teams in Times of Political Trauma	D. Hollowell & Belardo Thompson/Jones Social Justice Education
Nov 19: Allendale, 8:30-11:30am Pew, 1:30-4:30pm	Optimizing Your MS Outlook: Time, Project, People and Email Management For Busy Outlook Users	Randy Dean Time Management and Technology Expert

* Social Justice Education offering in partnership with Inclusion and Equity

New Supervisor Resource Page

We have revamped the [Supervisor Resource page](#) to help you more easily find important and useful information, tools and resources for managing your staff. Whether you supervise hourly or salaried staff, including faculty, this page has something for you.

Have additional information you'd like to see on this page? We'd love to hear your feedback. [Please email Natalie Trent](#) with your thoughts and suggestions.



FACULTY

- Policy & Guidelines
- Staff Relations
- New Faculty
- Forms

LISTEN

- Encompass Podcast
- Leadership Podcasts

READ

- Recent Articles
- Websites

WATCH

- Leadership IQ (GVSU)
- Other Webinars

LEARN

- Supervisor 101
- External Training Programs

[Supervisor Newsletter Archive](#)

ENCOMPASS EAP Frontline Supervisor Newsletter

My employee has mood swings that range from pleasant to very grumpy and argumentative. Everyone complains about it, but I have not gotten to the point of taking some job action. After all, we all have some personality quirks. How do I decide that it is time to make a referral?

When supervisors inquire about complaints regarding harassment in a work unit, what are some of the classic mistakes they make that cause bigger problems later for organizations? It feels accusatory or at least somewhat awkward to mention the EAP as a source of support for a complainant.

Answers to these questions and more are in this [issue](#) of the [Encompass Frontline Supervisor Newsletter](#).

Things to Think About When Deciding to Apply for Social Security Retirement Benefits



- [Video now on Social Security's YouTube channel](#)
- The new my Social Security Retirement Calculator is designed to enhance the user's benefit planning experience within the my Social Security portal. Users must successfully [register for a my Social Security account](#) to access the calculator. The calculator allows the user to receive individualized retirement estimates based on their personal earnings record by selecting a specific retirement age or a specific retirement date.

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